

DRAFT

**Minutes
Windsor Town Council Work Session
Town Hall
October 27, 2009**

The Windsor Town Council met for a work session on October 27, 2009 at 5:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Robin Hewett, Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Michael Stallings, Assistant Town Manager/Planning and Zoning Administrator, and Chief Porti were present.

Council members present:

- J. Clinton Bryant
- Wesley F. Garris
- William L. Jones
- Carita J. Richardson
- Durwood V. Scott
- Greg Willis

Discussion of Possible Locations for the Windsor Police Station

Mayor Crocker said the purpose of this meeting is to discuss the possible locations for a police station. He said this meeting was scheduled prior to the Intergovernmental meeting with the County, which was scheduled for October 28, 2009, and it has been canceled by the County due to the situation with the announcement of the closing of the International Paper mill in Franklin. He said County representatives had to cancel the intergovernmental meeting because of other meeting conflicts pertaining to the mill's closing.

Mayor Crocker said at this meeting of Council, Council has the opportunity to discuss the property behind the Windsor Rescue Squad Station and any other locations of interest. He said Council has received a report from Chief Porti stating his preliminary evaluation of the Rescue Squad site.

Council had a lengthy discussion on the best location for the police station. Chief Porti voiced his concerns regarding the Rescue Squad location with the main concern being visibility for residents and travelers passing through needing their services and not being able to find the police station.

Council discussed several options. There were concerns voiced as to whether the Town Hall property is large enough to have another structure built. Chief Porti was asked if building a two-story structure on the "Saunders Property" would be feasible for a police station. Chief Porti said yes; this would work by using the second floor for a records and evidence storage area. There were

concerns voiced by Council about having the police station at the location of the "Saunders" property regarding the safety issue with traffic and officers getting out at the six-way intersection to respond to service calls.

There was also mention of the possibility of adding on in the rear of the Town Hall building and an aerial map was provided for Council's review. Mayor Crocker said keep in mind that Chief Porti came to Council almost two years ago asking for more space and a more secure location for his department. He said by looking at adding to Town Hall this would be an immediate fix for his space need problem. Chief Porti said he has no further space for evidence storage at this time. Council also discussed how this addition could be used if the police department moved to a different location at a later date. Councilman Garriss said that maybe the best alternative is to explore the possibility of adding on to the back of the existing Town Hall. Council discussed that if the Police Department moved to occupy the Post Office sometime in the future, then the Town would have much needed additional useable administrative space.

Council discussed the Post Office building and whether it is going to be available for use for the police station or not. The lease for the Post Office building was discussed and whether or not the post office wants to renew the building lease and the process of the postal service. Council asked Chief Porti for his opinion on using the Post Office building as a police station. Chief Porti said the building would require some interior renovation, and he would change the entrance to the east side of the building in order to have shared parking. He said the Post Office building would work for the police station with the necessary renovations.

Council also mentioned the possibility of the availability of Dr. Nakorn's facility. Council discussed Dr. Nakorn's retirement and how his facility would be used in the future.

After much discussion Council advised the Town Manager to follow up on the following items:

1. If the Town Manager was asked by Doug Caskey, County Administrator, about the Town's interest in locating the Police Station on the property behind the Rescue Squad, then we will tell him that we have not taken this site "off the table", but Council is looking at other sites too.
2. To contact the rental management officials of the United States Postal Service (the Post Office) to discuss the Post Office's future intentions for its facility here in Windsor.
3. Schedule a meeting for the Town Manager and Councilman Scott to meet with Dr. Nakorn to discuss his career intentions and the future use and disposition of his property.

4. Develop preliminary cost information for adding on to the Town Hall Building; with this effort, ask Russell Parrish to assist with this to make sure that we have good preliminary figures.

Mr. Rowe said with Council's permission, he would like to attend the International Paper meeting tomorrow at 7:00 p.m. instead of attending the Windsor Planning Commission meeting. He said he feels someone from the Town should be at the meeting, and Council approved for him to go to the International Paper meeting. Mayor Crocker said he would also be attending the meeting.

Mr. Rowe provided Council with a copy of VDOT's Hidden Acres parking study. Council had a brief discussion on the memorandum received from MacFarland Neblett of VDOT regarding the parking problem in Hidden Acres.

Mayor Crocker adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Robin Hewett, Clerk